

**Workgroup Facilitators' Meeting
Friday, June 30, 2006 - 10:00 AM
Room 1411 - State Building, Oakland**

DRAFT MEETING SUMMARY

Present: Cathy Bleier (phone), Marcia Brockbank, Richard Looker, Mike Monroe, Rick Morat, Tom Mumley, Ted Smith, Paula Trigueros

1) Format

a) Table of Contents (Attachment A)

Under Introduction, it was decided that the Introduction to the Addendum covering the Estuary Since 1993 should discuss changes in the Estuary; chemical, physical, and biological; a sort of “mini” State of the Estuary. This section would be written by a contracted writer, possibly Lisa Owns Viani.

The Successes and Challenges should be addressed in the introduction section of each program area to be drafted by each workgroup for their program area.

b) Under Need for the CCMP Update it was decided to emphasize the utility of the CCMP; its status as a Blueprint document for resource management of the Estuary.

c) Program Area Format is as laid out in the CCMP; groups can address all 6 items if they want or just focus on amending the Problem Statement, Objectives and Actions (identifying who, what, timeline, performance measures, then cost).

d) Difficulty of estimating implementation costs was acknowledged, and agreement was to provide a range of costs and, if applicable to a category or activity, a per capita cost (such as for wastewater treatment or for the Regional Monitoring Program or stormwater programs).

e) Timeline: reminder update is to cover 10 year horizon with incremental steps identified with time frames, if possible.

f) Performance Measures were discussed at some length; focus should be on the purpose of the performance measure; how will it assist in the probability of the actions happening. The measure should track against a target; can either address activities (output) or conditions (outcomes). Performance measures should be kept simple with the idea to assist CCMP Report Card tracking and getting more “buy-in” for funding more CCMP implementation.

Action: Each workgroup should draft a strawman performance measure for one new action to present to the facilitators workgroup. (Facilitator should email prior to next facilitator’s meeting).

- 2) Schedule for Presentation of Updates to Implementation Committee: various alternatives for obtaining I/C approval of updates was considered. It was decided Marcia would make a presentation at the August meeting summarizing work to date for the workgroups, the process for approval by the I/C, requesting additional participants, and how much information do IC members want to see on the CCMP Update process (meeting summaries from the program area workgroups). The purpose would be to try to determine the time frame for the approval meetings in the Spring (i.e. two meetings a week apart followed by 2 meetings 2 weeks later). Facilitators should be present to answer questions.

For the November 2006 meeting, each facilitator will make a presentation on the status of their program area. Facilitators will prepare a 1-2 page written status report highlighting changes and new actions and objectives and delineating non-controversial vs controversial items to alert the I/C of potential areas of contention. This would be sent out in the I/C package mid-October.

Action: Develop a template for the November meeting submittal .

- 3) Other Items

Taking the Addendum to the Governor was discussed and consensus was to wait and see I/C, and Executive Council reactions first.

Some names were mentioned to take over the Water Use group which should be completed and ready to proceed by November I/C meeting. Marcia will follow up with Cindy Darling.

Marcia and Mike Monroe will follow up with LTMS participants on progress with the Dredging and Waterway Modification Program.

There was a question as to the Criteria for Adding New Actions. There will be some discussion of this in the introduction emphasizing Best Professional Judgment and shared expertise of I/C members and facilitators and the need to better address goals using the most current science. Marcia will draft some language for review.

Next Facilitator's Meeting: August 4 after I/C Meeting from 1-3 pm.